ADOS Packet Tracker

Process Step	Start date/time	Stop date/time	Process Delay Notes
ex: filled out application, gathered documents	15 Sep 10/0800	15 Sep 10/1200	couldn't find one NCOER and DA 705 had to go to armory
ex: sent via internal mail	17 Sep 10/1000		note: stop time would be filled out by next process handler when they receive the packet
ex: waiting for Commander's signature	18 Sep 10/1600	22 Sep 10/0800	Commander was out of town
1. Print ADOS packet checklist and forms			
2. Collect all required packet documents			
3.Soldier signs ADOS in-process cover sheet			
4. Soldier completes 1058R			
5. Soldier's Commander signs/approves packet			
6. Soldier's Commander signs in-brief cover sheet			
7. Soldier's MACOM approves packet			
8. Soldier's MACOM signs in-brief cover sheet			
9. Hiring organization reviews packet			
10. Hiring organization approves packet			
11. Hiring organization signs in-brief cover sheet			
12. packet sent/delivered to HRO			
13. HRO stamps date/time packet received			
14. HRO logs packet into SIBEX			
15. HRO reviews packet for completeness and errors			
16. HRO verifies medical eligibility			
17. HRO enters packet approval date into SIBEX			
18. Hiring organization verifies approval of packet on SIBEX tracker			
19. Funding organizations submits request for orders			

Please be as accurate as possible. **Log wait time or delay time as separate entries.** This data will be used to focus on areas of the ADOS application process that consume the most time.